



Guidance Document

PRC-GD-SH-28975

Best Management Practices in Occupational Safety and Industrial Hygiene

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**Project: CH2M HILL Plateau Remediation Company
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<h1>Administrative Use</h1>

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Description of Change

Editorial changes to align with current CHPRC procedures format, and reference and form numbers and titles.

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1.0 PURPOSE

This guidance document identifies selected management practices designed to improve workplace safety and health.

2.0 SCOPE

This Level 2 guidance document is applicable to CH2M HILL Plateau Remediation Company (CHPRC) Team employees.

3.0 PROCESS

3.1 General Safety & Health Walk-A-Round Worksheet

Actionee	Step	Action
CHPRC Senior Management or Worksheet user	1.	The <i>General Safety & Health Walk-A-Round Worksheet</i> (Site Form A-6004-679) is a recommended tool for use during tours of the workplace.
	2.	Use Appendix A as a discussion prompt during the walk-a-round.
	3.	Use Appendix A and the <i>General Safety & Health Walk-Around Worksheet</i> (A-6004-679) as a method to document the results of the activity.
	4.	Transmit completed copies of the <i>General Safety & Health Walk-Around Worksheet</i> (A-6004-679) as described on a page 1 of the Worksheet.

3.2 Voluntary Protection Program (VPP) Self Assessment

Actionee	Step	Action
Self-Assessment Lead	1.	Notify Project and/or CHPRC Management Assessment Coordinator to take credit for assessment.
	2.	Use the <i>DOE-VPP Self-Evaluation Rating Criteria and Scoring Sheets</i> form (Site Form A-6004-126) to document the VPP self-assessment. (NOTE: This form is available for use by those whom are pursuing or have obtained DOE-VPP recognition.)
	3.	Use Appendix B and Site Form A-6004-126 as a method to organize VPP Self-Assessment Team assignments.
	4.	Use Appendix B and Site Form A-6004-126 as a method to document field observations.
	5.	Distribute a completed copy of Site Form A-6004-126 (results) along with a cover letter as part of the final report to the host organization.

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Actionee	Step	Action
	6.	Generate a Condition Report (CR) for conditions that may require analysis, trending, cause determination, or identification and tracking of corrective actions. Refer to PRC-PRO-QA-052, <i>Issues Management</i> .

3.3 Human Performance Observations (HPO)

Human Performance Observations are encouraged to enhance the regular Safety and Health Inspection. The activity is focused on identifying human performance observations in work execution. A sample check list titled: *CP S&M HPI Observations* is found at the following web link: <http://prc.rl.gov/rapidweb/OSIH/index.cfm?PageNum=81>. This example may be used or modified to match your facility's work activities. It is recommended that the checklist be scored and trended.

4.0 FORMS

General Safety & Health Walk-Around Worksheet (A 6004-679)

DOE-VPP Self-Evaluation Rating Criteria and Scoring Sheets (A-6004-126)

CP S&M HPI Observations Checklist

<http://prc.rl.gov/rapidweb/OSIH/index2.cfm?FileName=%2Fdocs%2F81%2Fdocs%2FCP%20S%26M%20HPI%20Observations%20Checklist%2Edoc>

5.0 RECORDS MANAGEMENT

All records are generated, received, processed and maintained by CHPRC in accordance with PRC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
<i>General Safety & Health Walk-Around Worksheet</i>	Project/facility/organization management	Project/facility/organization management
<i>DOE-VPP Self-Evaluation Rating Criteria</i>	Project/facility/organization management	Project/facility/organization management
<i>CP S&M HPI Observations Checklist</i>	Inspector	Inspector's organization
<i>Condition Report</i>	Inspector	QA organization in accordance with PRC-PRO-QA-052.

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6.0 REFERENCES

PRC-PRO-IRM-10588, *Records Management Processes*

PRC-PRO-QA-052, *Issues Management*

PRC-RD-SH-7652, *Safety and Health Inspections*

7.0 APPENDIXES

Appendix A General Safety and Health Walk-Around Worksheet Instructions

Appendix B Voluntary Protection Program (VPP) Self-Assessment Instructions

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Appendix A General Safety and Health Walk-Around Worksheet Instructions

1.0 PROCESS

A CHPRC senior manager schedules a facility tour and may include a HAMTC Safety Representative or Employee Zero Accident Council (EZAC) Chair or EZAC members. The first page of the *General Safety & Health Walk-Around Worksheet* (Site Form A-6004-679) is used to generate focused conversation with staff of the toured location(s). The second page identifies observations (behavioral and conditional) that can be made during the walk-around. All items do not need to be observed.

1. The duration of observation should be no less than 30 minutes.
2. On-the-spot coaching should occur if an unsafe/at risk behavior is observed.
3. On-the-spot recognition should occur where safe behaviors are observed, as a means of reinforcement.
4. The checklist is not scored, but may be used as a feedback tool.
5. Observations and feedback will be communicated to the Facility Managers or Project Vice President.
6. The completed checklist original will be maintained by the Facility Manager or Project Vice President (VP).

2.0 REFERENCE

PRC-RD-SH-7652, *Safety and Health Inspections*

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Appendix B Voluntary Protection Program (VPP) Self-Assessment Instructions

1.0 Evaluation Instructions

Step 1 Evaluate each one of the sub-elements listed on the Score Sheets.

In evaluating each element, proceed as follows:

- a. Review the rating criteria established for each sub-element. Determine the present performance level relative to the standards of "Poor", "Fair", "Good", or "Excellent." The rating should be based on a combination of document reviews, facility walk downs, employee interviews, and assessment team discussions.
- b. Score each item by inserting the number that is located both opposite the sub-element and under the appropriate heading. For example: If it is determined that the "S&H Policy Commitment" meets the criteria under "Good" – insert the number 5, 6, or 7 based on evaluator's or the team's evaluation results for the sub-element and listed under the heading "Good." All scoring should be discussed and reviewed by the team such that consensus is achieved.

Step 2 After completing the evaluation of all the sub-elements under a particular tenet, total the values of the numbers that have been inserted and take the average of all sub-elements as the overall rating (0-10) of the primary tenet. This average can be used as a baseline for the purpose of determining future progress.

Step 3 The intent of this process is not to determine a pass or fail grade, but to allow comparison of program performance year to year. This comparison will allow focus to be placed on tenets or sub-elements requiring improvement or identified as notable strengths. The average value score may be taken from each of the five primary tenets to arrive at a comprehensive "final score" (0-10), should that be desired